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16 December 1952

MEMORANDUM FOR: Acting Deputy Director (Intelligence)

SUBJECT: The Handling of Ad Hoc Requirements

1. In the section on [illegible] in my "planning book" given DD/I in September, I pointed out (paragraph 2.h) that I was conducting a review of the handling of ad hoc requirements through OCD.

2. This examination has now been completed. Meetings were arranged between OCD and the requirements staffs of ORR, OSI, and OCI. Mutual problems were raised and satisfactory solutions found or will be worked out directly between the interested offices in the near future.

3. It is my view that the personal relations among the people who have to work together in this field are excellent, permitting of immediate and direct handling of problems as they arise. We are all agreed that the present arrangements for ad hoc requirements are satisfactory and that the improvements lie in the refinement of procedures and the further education among analysts. The production offices have this responsibility clearly in mind and will continue more aggressively the work they have already started. OCD is similarly oriented, as typified by such solutions as the following:

a. OCD will cease its de novo review of production office requirements, and operate on the presumption that the offices are correct until the contrary is demonstrated at the collection end.

b. OCD will make known to the offices individual peculiarities of various collection procedures, so that requirements may be initially tailored to meet these, and re-writing by OCD be largely eliminated.

c. OCD will write up its procedure for handling requirements, so that the office staffs may better educate analysts.

[illegible] C. FEBER
Assistant Director
Intelligence Coordination

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